

## DIRECTOR OF FACILITIES

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Responsible for planning, administering, and supervising facilities-related programs and activities for the school division. Position is considered essential personnel and director responds to school openings/closings during inclement weather.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, administers, and supervises staff and facilities-related programs and activities for the school division, including major building systems replacement, construction and renovation, custodial services, physical security, life safety and regulatory compliance.
- Oversees the development and implementation of a comprehensive energy management program that supports advanced building operating concepts for energy conservation in the school division's buildings and facilities.
- Serves as the division lead liaison under a Unified Services Agreement for the maintenance and repair of school properties by Fauquier County General Services Department staff and contractors.
- Routinely coordinates activities with area building managers to implement best practices and standards for construction and renovations that enhance the life span of facilities and achieve cost efficiencies in maintaining facilities.
- Serves as the lead in planning and implementing life safety and physical security measures including annual safety audits, building security systems (i.e. door access, visitor management, CCTV, fire alarms, security, etc.)
- Prepares and maintains the budgets and agenda, and serves as the lead staff support for the School Board Building Committee; oversees CMP and CIP; develops 5-year plan.
- Attends and acts as school liaison at Parks & Rec Cooperative meetings
- Supervises landscape maintenance for all school division property.
- Processes building permits for construction-related projects.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of facilities maintenance, CMMS (controlled maintenance management systems), construction of buildings; local, state, and federal building codes; safety regulations and audits; indoor air quality, asbestos management planning and remediation; storm water management, preventive maintenance; property management and governmental procurement. Demonstrated experience in short and long range budget development and management including operational, comprehensive maintenance and long range capital budgets; program analysis and evaluation; preparation of presentations, reports and findings; ability to read, understand, and interpret laws; industry standards, and technical documents related to facilities ,maintenance and repair, safety of staff and employees, and construction and renovation of buildings, (e.g. SDS, CAD, blueprints) Ability to communicate, orally and in writing complex technical scenarios in a clear and concise manner Attendance at committee and board meetings to present information and request approvals.

### **EDUCATION AND EXPERIENCE:**

High school diploma or GED required; preferred applicants should have 5+ years experience in k-12 environment, hold a vocational/technical degree and/or an equivalent combination of training and experience relating to the performance of duties. Experience as a facilities manager, construction manager, or related positions required.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing or working at heights utilizing ladders up to 12', balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.